



National Aeronautics and
Space Administration



SA-12-01

Langley Research Center Safety Alert

Date: November 5, 2001

TO: All Langley Employees

FROM: 429/Head, Office of Safety and Facility Assurance, OSMA

SUBJECT: Slips, Trips and Falls

Slips, trips and falls are our most common cause of injuries on the Center. You may be headed for a possible fall without even knowing it.

Have you ever:

- Hurried up or down a flight of stairs?
- Walked along a corridor while reading something?
- Carried an item blocking your view?
- Tripped over a cord or cable running across a walkway?
- Stumbled on a sidewalk, due to debris or a crack in the concrete?
- Observed a spill and walked around it, without cleaning it up?
- Almost slipped on a wet floor when entering a building on a rainy day?
- Used an office chair, instead of a stool, to reach an item on a shelf?

Everyone can probably answer "yes" to at least one of the above.

Avoiding a slip, trip or fall requires your increased awareness to their possible cause. Below are some tips to increase your awareness and hopefully assist you in avoiding an accident:

- Keep aisles and walkways free of obstacles and clutter.
- Keep walking surfaces clean and dry. They should be free of water, ice, mud, oil and grease.
- Clean up any spills promptly, or barricade the area until it can be taken care of.
- Report any hazards on walking surfaces, as loose carpeting or tiles, which are starting to lift.
- Avoid running cables and cords across traffic areas.
- Obey signs such as "Caution: Wet Floor." Be alert to when the Center's janitorial services are on in your facility.
- Wear proper footwear to prevent falls. Shoe soles should be made of non-slip material, have low heels, fit well and be kept fastened.
- Maintain adequate lighting. Report any problems such as burned out light fixtures. This is especially important in hallways and stairwells.
- Walk, don't run up or down stairs, and use the handrail.


(This Safety Alert to be posted on Facility Bulletin Boards for a Minimum of 30 days.)

- Don't carry heavy or bulky loads obstructing your view when walking or going up or down stairs and ramps.
- Use a step stool or ladder to access items stored on shelves. Make sure your weight is evenly distributed on a stool. Don't stand on the top few rungs of a ladder and don't lean away from the ladder.
- Always close file cabinet drawers promptly. Leaving a lower drawer open can cause a serious accident if someone stumbles over it.
- Make sure any floor openings are correctly covered or properly barricaded when required to left open.
- Be careful when you come indoors when it's raining or snowing. Your shoes or boots will slide more easily when wet. Make sure you wipe your feet on the entrance mat.
- Also, be careful outdoors when it's raining or snowing. Take small steps and use extreme caution when crossing wet or icy parking lots and sidewalks.
- Be alert to other outdoor hazards on walkways, such as gumballs, leaves, tree limbs or cracks in the concrete. Report these hazards so they can be eliminated.
- Never engage in horseplay. Pranks have led to many serious falls and other accidents.

Any hazards or concerns you feel may contribute to a slip, trip or fall should be reported to your Supervisor, Facility Safety Head, Facility Coordinator or the Office of Safety and Facility Assurance (OSFA), so the appropriate corrective action can be taken.

The Center is committed to preventing slips and falls on the job but it takes teamwork. We all must work together to make our workplace as safe and accident-free as possible. Develop the skills to recognize, avoid and control potential slip, trip and fall hazards to prevent injuries both on and off the job.

Any questions concerning this issue should be directed to the OSFA at extension 47233.


Alan H. Phillips
47233

103/LMC *Jmc*

27-01 LARC ACTIVE CIVIL SERVICE
PHILLIPS, ALAN H.
MAIL STOP 429 BLDG 1162